

lowa Department of Public Health Promoting and Protecting the Health of Iowans

Gerd W. Clabaugh, MPA Director

Terry E. Branstad Governor Kim Reynolds Lt. Governor

Dear Superintendent,

As mentioned in previous messages distributed a couple weeks ago, the registration process for the 2016 Iowa Youth Survey (IYS) is set to begin. This year we will again be registering online. The registration site includes information necessary for participation, including the "Agreement to Participate" and "AEA Data Release" forms. These forms may only be signed electronically and are available to be saved or printed directly from the system. Registration is due by April 29, 2016.

All districts should complete the "Agreement to Participate" form whether your district intends to participate or not in the 2016 Iowa Youth Survey. If this form is not completed, you will receive follow-up messages. You can avoid receiving follow-up messages by *thoroughly* completing the registration process.

To register your district to participate or to opt out of participation in the 2016 IYS, please use the following link: http://iconsortium.subst-abuse.uiowa.edu/IYS_Registration.

Getting Started: In order to register for the 2016 IYS, you first need to request a password from the registration system. To do so, navigate to the above link and use the password reset tool. The email address to which this letter was sent is your "User Name." Enter your user name, click "Forgot My Password?" and confirm the password reset. An automated email with your initial password should arrive within seconds. If your email is not on file, you will be warned that no such account exists and should then contact DeShauna Jones at deshauna-jones@uiowa.edu for assistance.

Detailed instructions on the registration process may be found on the "Help Page" of the registration website and in the accompanying directions PowerPoint. If you still have questions about the IYS Registration System after viewing the Help Page and the accompanying directions, contact DeShauna Jones at <u>deshauna-jones@uiowa.edu</u>. Questions about the IYS in general should be directed to <u>iowayouthsurvey@idph.iowa.gov</u>.

Thank you.

Patrick McGovern

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